

***ATTACHMENT 1 – LOCAL GOVERNMENT OIL SPILL CONTINGENCY PLAN, MINIMUM PLANNING
REQUIREMENTS CHECKLIST***

LOCAL GOVERNMENT OIL SPILL CONTINGENCY PLAN
Minimum Planning Requirements Checklist
(Based on 14 CCR 852.62.2)

I. GENERAL INFORMATION

1. Plan Identification #: _____ Submittal Date: _____
2. County/City Name: _____
3. Administering Agency Name and Address: _____
4. Contact Person: _____ Phone #: _____

II. PLAN FORMAT

T Check off here if the Plan adequately follows the ACP format.

G The format of the local Plan is based on the same format as that of the U.S. Coast Guard OPA '90 Area Contingency Plan (ACP).

NOTE: The ACP contains some information that is not required by state regulations, and is therefore not required to be included in the local Plan. The local Plan is not another ACP, and is intended to be specific to the local area that the local government has jurisdiction over. The ACP format is to be used as a guideline on how the minimum planning requirements are to be formatted in the local government oil spill contingency plan (Plan).

III. PLAN CONTENTS

T Check off the following regulatory sections that the Plan adequately addresses. Also provide the name and page # of any references used, and the page number in the Plan where each section can be found:

- * Denotes those sections that are required in the Local Government Oil Spill Contingency Plan, in accordance with 14 CCR 852.62.2.
- ** Denotes those sections that are not minimum planning requirements, but can be included if desired. This information can be very useful in local contingency planning efforts and can be obtained from or referred to the OPA '90 Area Contingency Plan.

***ANNEX A: INTRODUCTION**

- ✓ *Appendix I: Authority
- ✓ *Appendix II: Definitions and Acronyms-

***Appendix III: Purpose**

***Appendix IV: Geographic Boundaries**

Tab A: OSC Area of Responsibility

Tab B: Area

Tab C: Subregions

****Appendix V: Response System and Policies**

Tab A: National Response System

Tab B: National Response Policy

Tab C: State Response System

Tab D: State Response Policy

****Tab E: Local Response System**

****Tab F: Local Response Policy**

Tab G: Responsible Party Response Policy

Tab H: Role of the On-Scene Coordinator

Tab H.I: Standard Response Structure

Tab H.II: SONS Response Structure

***ANNEX B: ORGANIZATION**

Appendix I: Planning Organization

Tab A: National Response Team

Tab B: Regional Response Team

Tab C: Area Committee

***Appendix II: Response Organization**

- G** (b)(3)(A) Local incident command system
Reference/Page #: _____
- G** (b)(3)(B) Emergency personnel roles, authorities and responsibilities
(b)(3)(c) (including the local response coordinator and the key contact person)
Reference/Page #: _____
- G** (b)(3)(C) Local response coordinator
Reference/Page #: _____

***Appendix III: Incident Response Provisions**

- G** (a)(2)(A) Specific ICS language to be included in the Plan
Reference/Page #: _____

G (a)(2)(B) and Provisions to integrate local ICS with State ICS
(b)(3)(D) *Reference/Page #:* _____

G (b)(3)(E) Provisions for pre-emergency planning and coordination among
response personnel
Reference/Page #: _____

****ANNEX C: OPERATIONAL ADMINISTRATION**

****Appendix I: Spill Funding Procedures**
****Tab A: Documentation and Cost Recovery Procedures**
Tab B: OSC Access to the Fund
Tab C: State Access to the Fund
****Tab D: Damage Assessment Procedures**
Tab E: Lead Administrative Trustee Access to the Fund
****Tab F: Local Access to State Fund**

Appendix II: Required Letters and Reports
Tab A: Letters
Tab B: OSC Reports
Tab C: Pollution Reports - POLREPS
Tab D: Pollution Investigation

***ANNEX D: PLAN REVIEW**

***Appendix I: Revision/Update Requirements**

***Appendix II: Exercises/Drills**

G (b)(5) Drill participation procedures
Reference/Page #: _____

***Appendix III: Incident Critique and Follow-up**

G (b)(6) Incident critique and follow-up procedures
Reference/Page#: _____

***ANNEX E: AREA ASSESSMENTS**

Appendix I: Area of Responsibility

Appendix II: Area Committee Organization
Tab A: Area Committee Members

Tab B: Subcommittees and Members

***Appendix III: Area Spill History**

****Appendix IV: Strategies**

***Appendix V: Sensitive Areas**

***Tab A: Environmentally Sensitive Areas**

- G** (c)(1)(C) Areas where spills are most likely to occur and any important natural resources which may be impacted by an oil spill.
Reference/Page #: _____
- G** (c)(1)(A) Locally significant natural resource areas
Reference/Page #: _____
- G** (b)(2)(J) Control structures in tidally influenced areas (such as river mouths, creeks, bays and wetlands)
Reference//Page #: _____

***Tab B: Economically Sensitive Areas**

- G** (c)(1)(C) Areas where spills are most likely to occur and any important economic resources which may be impacted by an oil spill.
Reference/Page #: _____
- G** (b)(2)(K) Locally significant areas which may require closure or other emergency measures (e.g., river mouths, bays, recreational boating use areas, shipping lanes and harbor entrances)
Reference/Page #: _____
- G** (c)(1)(B) Structures located in marine waters (e.g.; piers, etc.)
Reference/Page #: _____
- G** (b)(2)(I) and (c)(2)(A) Prioritize facilities, commercial interest areas, and public/private recreational areas which may be significantly impacted by an oil spill, including:

- G** 1. Facility prioritization (include those that would impact public health

and safety as the highest priority)

Reference/Page #: _____

G 2. Economic resources prioritization

Reference/Page #: _____

***Appendix VI: Disposal**

G (a)(2)(G) Potential temporary hazardous waste storage sites and procedures for securing necessary permits or variances

Reference/Page #: _____

***ANNEX F: SUMMARY OF AREA RESOURCES**

***Appendix I: Equipment**

G (b)(2)(E) Emergency response equipment inventory, location, and contact agency to deploy equipment

Reference/Page #: _____

G (b)(3)(F) Procedures to ensure the commitment of oil spill response resources

Reference/Page #: _____

Tab A: Boom Systems

Tab B: Skimmers

Tab C: Boats

Tab D: Barges/Storage

Tab E: Vacuum Trucks

Tab F: Sorbents

Tab G: Portable Pumps

Tab H: Cargo Transfer Pumps

Tab I: Communications Equipment

Tab J: Electrical

Tab K: Dispersants

Tab L: Mobile Command Post

***Appendix II: Logistics**

G (a)(2)(C) Coordinated Communications procedures

Reference/Page #: _____

G (b)(2)(A) Locations for communications systems and operations center

Reference/Page #: _____

- G** (b)(2)(B) **Firefighting capabilities**
Reference/Page #: _____
- G** (b)(2)(C) **Potential staging area sites for response equipment**
Reference/Page #: _____
- G** (b)(2)(D) **Accommodations contact person, and accommodations listing**
Reference/Page #: _____
- G** (b)(2)(F) **Local or nearby airports**
Reference/Page #: _____
- G** (b)(2)(G) **Potential temporary hazardous waste storage sites and procedures for securing necessary permits or variances**
Reference/Page #: _____
- G** (b)(2)(H) **Coastal access areas**
Reference/Page #: _____
- G** (b)(2)(L) **Local government representative with info on:**
- **Volunteer response groups**
Reference/Page #: _____

- **Animal rescue/recovery groups**
Reference/Page #: _____

- **Local media/public info contacts**
Reference/Page #: _____

***Appendix III: Personnel and Information Resources**

Tab A:	Coast Guard MSO Personnel
Tab B:	Police Departments
Tab C:	Fire Departments
Tab D:	Hospitals
Tab E:	Port Authority/Harbor masters
Tab F:	Marine Pilots Association
Tab G:	Salvage Companies
Tab H:	Towing Companies
Tab I:	State Environmental Agencies
Tab J:	Local Environmental Agencies
Tab K:	Laboratories
Tab L:	Water Intake Facilities
Tab M:	Environmental Interest Groups
Tab N:	Airports and Aircraft Rental
Tab O:	Trucking Companies/Car Rentals
Tab P:	NOAA Weather Service
Tab Q:	Media
Tab R:	Volunteer Organizations
Tab S:	Natural Resource Trustees
Tab T:	Local Emergency Managers
Tab U:	Fishing Fleets

Appendix II: Special Forces

Tab A:	USCG NSFCC
Tab B:	PIAT
Tab C:	USCG DRG and DRAT
Tab D:	U.S. NAVY
Tab E:	SSC
Tab F:	ERT
Tab G:	ATSDR
Tab H:	Federal
Tab I:	State
Tab J:	Local

****ANNEX G: CHEMICAL COUNTERMEASURES**

Appendix I: Dispersants

Appendix II: Bioremediation

Appendix III: In-situ Burning

Appendix IV: Beach Treatment Agents

***ANNEX H: HEALTH AND SAFETY**

***Appendix I: Site Safety Plan**

- G** (b)(1)(A) Approach, recognition and evaluation guidelines
Reference/Page #: _____
- G** (b)(1)(B) Personal protective equipment and emergency equipment guidelines
Reference/Page #: _____
- G** (b)(1)(C) Monitoring and decontamination guidelines
Reference/Page #: _____

Appendix II: Respiratory Protection Plan

***Appendix III: Required Safety Training**

- G** (b)(4)(A) Emergency personnel training provisions
Reference/Page #: _____
- G** (b)(4)(B) Training documentation provisions
Reference/Page #: _____
- G** (b)(4)(C) Other applicable federal/state training requirements
Reference/Page #: _____

****ANNEX I: SCENARIO DEVELOPMENT**

Appendix I: Worst Case Discharge

Appendix II: Maximum Most Probable Discharge

Appendix III: Most Probable Discharge

***ANNEX J: OPERATIONS**

***Appendix I: Emergency Notification List**

- G** (a)(1)(A) Primary person (i.e.; Key Contact Person) to initiate spill response operations
*Reference/Page #:*_____
- G** (a)(1)(B) Federal, state, and local organizations and agencies contact list
*Reference/Page #:*_____
- G** (a)(1)(C) List of local emergency response personnel
*Reference/Page #:*_____
- G** (a)(1)(D) Local response coordinator to coordinate and direct response operations
*Reference/Page #:*_____
- G** (b)(3)(D) Provisions to initiate notification
*Reference/Page #:*_____

****Appendix II: Check-off List**

- Tab A: Notification of Spill Incident**
Tab B: Initial Response
Tab C: Response Strategy
Tab D: Containment and Cleanup
Tab E: Removal and Waste Disposal
Tab F: Secure Operations
Tab G: Cost Recovery/Documentation
Tab H: Public Information
Tab I: Air Ops/Air Safety
Tab J: Port Traffic Control
Tab K: Communications
Tab L: Fire fighting
Tab M: Salvage
Tab N: Wildlife Rescue Plan
Tab O: Volunteers

***ANNEX K: APPLICABLE MEMORANDUMS OF UNDERSTANDING/AGREEMENT**

****ANNEX L: PUBLIC AFFAIRS**

COMMENTS: